

EXHIBIT A TO ATTACHMENT A

CITY OF SUNNYVALE

Rev/Est 2/28/06
Job Code ** Rep: SEA
EEOC Category: Service Maintenance

FACILITIES TECHNICIAN I

Job Code 5310

FACILITIES TECHNICIAN II

Job Code 5315

FACILITIES TECHNICIAN III

Job Code 5320

DEFINITION

Positions within the Facilities Technician Series perform a variety of routine, semi-skilled and skilled tasks in the construction, repair and maintenance of city buildings, components and equipment. The classifications are used in the Facilities Management Division of the Parks and Recreation Department.

Positions in this series are flexibly-staffed and are normally filled by advancement from the lower level or, when filled from the outside, require prior work experience. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meets the qualification standards for the class. Promotions are typically made after the employee has been in the lower classification for a designated period of time (e.g., one year) with a satisfactory performance, and successful completion of all training prerequisites and/or acquisition of all required licenses/certificates associated with the higher class.

DISTINGUISHING CHARACTERISTICS

Facilities Technician I

This is the entry and trainee level in the Facilities Technician series. Employees work under supervision, performing routine and semi-skilled duties. While some previous construction or maintenance experience is desirable, the tasks performed may be learned on the job. Members of this classification will be assigned to perform either custodial or building maintenance and repair duties. They are trained to perform the duties which require a higher degree of skill and responsibility, including the operation of equipment and machinery. As trainees, employees may perform duties normally assigned to Facilities Technician II, including driving trucks and performing repairs and maintenance to City buildings.

Facilities Technician II

This is the intermediate level in the Facilities Technician series. Positions in this class are distinguished from those in the Facilities Technician I class by the required knowledge of the methods, tools and equipment used in performing building maintenance tasks and various assignments. Employees work under general supervision, performing a full range of assigned duties, including the operation and maintenance of all commonly used equipment and tools necessary for building related repairs and maintenance. Facilities Technicians II are expected to be

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thoroughly familiar with the operating procedures and policies of the assigned area of responsibility, and to perform the work with only occasional instruction or assistance required as new or unusual situations arise. Facilities Technicians II are also required to pass a background security check by the Public Safety Department.

Facilities Technician III

This is the advanced level in the Facilities Technician series. Employees work under general supervision, perform the full range of duties, which includes but is not limited to journey-level carpentry, painting, locksmithing work, semi-skilled heating, ventilation and air conditioning (HVAC) work, electrical and/or plumbing work. They may perform special projects or assignments which require specialized training, or education. A Facilities Technician III is expected to be thoroughly familiar with the operating procedures and policies of the assigned area of responsibility and work with minimal supervision. They may assist in training new employees and immediate supervision may be exercised over a small crew. Employees in this classification may also perform the same duties as a Facilities Technician I or II. Work is usually reviewed by inspection after the job is completed.

ESSENTIAL FUNCTIONS

(Specific essential functions will vary depending on assignment)

- Performs unskilled manual labor such as sweeping and digging; and shoveling, lifting, tugging, pulling and carrying heavy objects, material and equipment.
- Performs routine unskilled or semi-skilled work in plumbing, carpentry, electrical or concreting.
- Performs custodial duties such as sweeping, mopping, buffing, waxing and performs inspections and maintenance to heating, air conditioning, and city buildings, furnishings and building components.
- Operates various equipment involved in the custodial maintenance of city buildings such as vacuums, floor buffers and carpet shampooers.
- Performs rough and some finish maintenance carpentry and minor structural repair on public buildings.
- Repairs and replaces doors, windows, building hardware, fencing and gates.
- Performs primer, enamel and lacquer painting and wallpapering work, using brush, roller and spray equipment on a variety of surfaces and materials including metal surfaces.
- Repairs pumps and related plumbing equipment, plumbing fixtures and related apparatus.
- Repairs electrical equipment and related apparatus.
- Repairs heating, ventilating and air conditioning systems and related equipment and operates computerized energy management system.
- Designs, fabricates, assembles, transports, installs and/or repairs facility key systems.

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- Performs general maintenance and repair work on glazing materials, floor coverings and ceramic tiles.

OTHER FUNCTIONS

- Provides training and direction to less experienced staff.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

Facilities Technician I:

Any combination equivalent to completion of the eighth grade and some experience in heavy manual labor. State of California driver's license is required.

Facilities Technician II:

Any combination of education and experience equivalent to completion of the twelfth grade and two years of related maintenance experience at the level of Facilities Technician I. State of California driver's license is required.

Facilities Technician III:

Any combination of education and experience which has provided the knowledge, skills and abilities necessary to perform the essential functions of the position; or three years of experience performing skilled and semi-skilled carpentry, painting, plumbing, electrical, heating and air conditioning, locksmithing or general building maintenance work. State of California driver's license is required.

Knowledge and Skills

Facilities Technician I and II and III:

Knowledge of:

- Common construction and maintenance hand tools, equipment and materials;
- Safe work practices.

Skill in:

- Performing routine and semi-skilled tasks in a variety of maintenance and construction activities;
- Providing excellent customer service to the public and other City employees;
- Working effectively as part of a group; and
- Operating motor vehicle or motorized equipment.

Ability to:

- Understand and carryout oral and written instructions;

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- Learn machines and tools, including their operations, uses, repair and maintenance;
- Work with, in and around chemicals and solvents;
- Work indoors or outdoors in a variety of environmental conditions, including heat, cold, dampness, humidity, dryness, dust, smoke, noise;
- Work in, on or around electricity or electrical items, gas, fumes, vibration, slippery or uneven surfaces, wastewater, ladders and scaffolds, confined spaces, water and machinery;
- Lift, carry, push, tug and pull weights exceeding 50 pounds;
- Walk, stand, crawl, kneel, bend and use limbs repetitively and climb;
- Operate motorized equipment and work with or in moving vehicles;
- Reach above shoulder height;
- Use fine motor skills to manipulate small objects; and
- Perform the essential functions of this classification.

Facilities Technician II:

In addition to the qualifications above:

Knowledge of:

- Methods and practices used in the maintenance and repair of public buildings.

Skill in:

- Encouraging and facilitating cooperation, pride, and trust, fostering commitment and team spirit;
- Dealing tactfully and effectively with the public and with co-workers to achieve goals;
- Communicating over telephone or two-way radio; and
- Motivating and empowering employees to provide the best service possible.

Ability to:

- Read, write, speak and understand the English language, including technical materials, rules, regulations, and instructions;
- Maintain written records or logs;
- Travel alone to various sites within the City;
- Follow complex written or verbal instructions and procedures;
- Work irregular hours, shifts and weekends;
- Work on ladders, scaffolds and aerial lifts;
- Inspect, service, maintain and/or operate machinery and power equipment;
- Push, pull, lift and carry items weighing up to 90 pounds;
- Visually distinguish objects and colors;
- Hear conversational voices at normal level; and
- Work in a noisy environment.

Facilities Technician III:

In addition to the qualifications above:

Knowledge of:

- The proper use and maintenance of tools, including power tools, used in carpentry, painting, plumbing, electrical, heating and air conditioning, locksmithing and building maintenance;

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- materials, their characteristics and methods used in the maintenance of buildings and structures;
- Safe work practices and the application of first aid;
- The uniform codes for building, plumbing, electrical and mechanical;
- Generally accepted construction and repair procedure and practices;
- Mathematics and algebra to perform computations such as addition, subtraction, multiplication, and division using whole numbers, fractions, decimals and percentages;
- Function and technology of building and facility systems and locations of typical system failures.

Ability to:

- Read and interpret plans, specifications and blueprints;
- Identify problems and uses sound judgment to generate and evaluate alternatives, and to make recommendations;
- Set well-defined and realistic goals; displays a high level of initiative and commitment towards completing assignments in a timely manner; works with minimal supervision;
- identify safety hazards and correct them;
- Learn to operate a forklift, power tools, air and electrically operated lifts;
- Develop and maintain cooperative working relationships with individuals from a variety of cultural and socioeconomic backgrounds; and
- Ensure the City's philosophy of successful customer service is understood by all subordinate employees and carried out in all forms of communication.

Licenses or Other Requirements

Facilities Technician I and II and III:

California Driver's License of appropriate class for vehicles to be operated.